

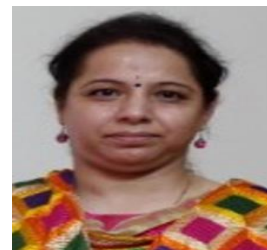
SHILPA MAKHIJANIDate of Birth: 9th February 1979

Residential Address: IPF-21/1, Shalimar Township, A.B. Road, Indore

Permanent Address: E-9/1, Malviya Nagar, New Delhi – India

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**OBJECTIVE**

To obtain a position where I can maximize my primary-level teaching experience, training abilities and students' developmental skills.

PROFILE SUMMARY

I am a highly passionate, hardworking teacher, and would like to utilize my energetic attitude and instructional abilities to lead students to the next level, with a teaching experience of 10 years 8 months with a leading brand of a K12 school of India.

EDUCATIONAL QUALIFICATION

<i>Class/Degree</i>	<i>Board/University</i>	<i>Percentage</i>
Class XII (1995-1996)	St. Anthony's Sr. Sec. School AISSSCE	79%
B.Sc.(Gen. - A) (1996-1999)	Gargi College, Delhi University	74%
M.Sc.(Applied Operational Research) (1999-2001)	Delhi University	72%
B.Ed. (2004)	Bhartiya Shiksha Parishad, U.P.	65%
PGDBA - HR (through distance learning)	IMT, Ghaziabad	62%

SKILLS

- Organization and planning
- Academic planning & Operations
- Effective communication and interpersonal skills
- Proficient in Computers
- Resilient and dedicated
- Deadline orientation
- Attention to details
- Use of various online teaching platforms like Zoom and Google Meet
- Efficient in use of MS office and use of digital teaching modes

Professional Enrichment

<i>Time period</i>	<i>Course</i>	<i>Platform</i>
March 2021	Competency based Education -Modules 1 to 4	DIKSHA App
March 2021	Experiential Learning Course	DIKSHA App
March 2021	Competency based Education -Modules 1 to 4	DIKSHA App
December 2021	AI Aware	DIKSHA App
December 2021	AI Appreciate	DIKSHA App
March 2022	Introduction to FLN Mission	DIKSHA App
March 2022	Toy Based Pedagogy for Foundational Stage	DIKSHA App

WORK EXPERIENCE (Corporate)

<i>Time period</i>	<i>Position</i>	<i>Company</i>
June 2001 – April 2003	Copy Editor	Thompson Press (India) Ltd., Noida
April 2003 – March 2005	Copy Editor	Techbooks International Ltd., New Delhi
March 2005 – September 2005	Freelancer (Copy Editing)	Techbooks International Ltd., New Delhi
September 2005 – January 2008	Copy Editor	Techbooks (now Aptara), New Delhi
January 2008 – June 2010	Assistant Manager (Copy Editing)	Aptara, Inc., New Delhi
June 2010 – October 2011	Freelancer (Copy Editing)	Aptara, Inc., New Delhi

WORK EXPERIENCE (Education)

<i>Time period</i>	<i>Position</i>	<i>School</i>
November 2011 – March 2012	Pre-primary mentor	The Millennium School, Indore
April 2012 – March 2015	Academic Coordinator for Grade I & II EVS Educator for Grade I & II	The Millennium School, Indore
April 2015 – 31 st March 2021	Academic Coordinator for Grade III to V EVS Educator for Grade V	The Millennium School, Indore
1 st April 2021 – till date	Academic Coordinator for Grade III to V Math Educator for Grade III & IV	The Millennium School, Indore

RECORD OF SOME NOTABLE CO-CURRICULARS/PROJECTS:

- Responsible for the Sub-Jr. Bal Vigyan Sahodaya Competition and students bagged 2nd position for their presentation on “ e-Waste Management”
- Conducted training sessions for teachers for the Millennium Learning System, teaching strategies, teaching-learning assessments, helpful resources & tool kits, Lesson Plan making
- Responsible for Teaching-Learning Assessment
- Managed Teachers’ induction programs & refresher courses
- Successfully conducted the British Council ISA activities for Grade III to V for English and Science subjects
- Conducted special assemblies as and when required by the school
- Inclination towards writing poems and skits
- Organized several cultural programs, mainly the dramas / skits

TEACHING, LEARNING AND ASSESSMENT

- Continuously updated with teaching and learning trends through training and learning through CBSE workshops as per the issued CPD guidelines.

PERSONAL DETAILS

Family Status: Married

Children: Two sons – 13 & 18 years of age

Salary: Negotiable

Notice Period: 2 months

Ready to relocate: Delhi / NCR